

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-070

CLASSIFICATION TITLE Director of Engineering (Exempt)	OFFICE/BRANCH Program Delivery/Engineering Services	LOCATION Sacramento
WORKING TITLE Director of Engineering	POSITION NUMBER 311-001-6559-001	EFFECTIVE 12/05/18

GENERAL STATEMENT:

Under the general direction of the Chief Operating Officer, the Director of Engineering is responsible for the successful delivery of the engineering elements of the high-speed rail program throughout the entire project lifecycle. The incumbent leads the Engineering Services Branch which consists of the California High-Speed Rail Authority's (Authority) Sections of Civil Engineering, Design and Construction Support, Tunneling, Geotechnical Engineering, Structural Engineering and Seismic Engineering. Specific assignments may include the development and integration of engineering policies, procedures, standards, specifications and training to successfully deliver the high-speed rail program.

Possession of a valid certificate of registration as a civil, electrical or mechanical engineer issued by the California State Board of Registration for Professional Engineers is required.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 35% (E) | Develops, recommends and implements policies in relation to engineering management, engineering standards, infrastructure development, , and design and construction support. Responsible for directing the management of these highly sensitive and critical technical programs, which are scrutinized by the Legislature and the public at large. |
| 30% (E) | Responsible for the engineering activities and end products necessary to successfully plan, engineer, procure, design and construct the Authority's capital projects, including the activities of preliminary engineering for environmental approval, preliminary engineering for procurement, alternative technical concepts, technical review of design-build submittals, and public utilities management. Responsible for the management of architectural and engineering (A&E) contracts and tasks necessary to successfully complete these activities. Ensures that assigned contracts |

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and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

- 20% (E) Organizes the work and staff of the Engineering Services Branch. Additionally, directs and evaluates the performance of subordinate managers and establishes management control systems and performance targets. Advises Authority management on complex, technical, highly sensitive and critical engineering programs throughout the project lifecycle. Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of Authority, the SCM and the GC.
- 15% (E) Represents the Authority as a high-level technical expert on engineering committees and task force groups at the national level, as well as with state and local entities. In contact with legislators and federal, state, regional and local agencies and the public concerning the scope and content of the Authority's engineering programs.

KNOWLEDGE AND ABILITIES:

Knowledge of: Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community, and the economy; state and federal laws regulating the activities of the Authority; principles and techniques of personnel management and supervision; the Authority's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity, and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to the Authority's safety, health, equal employment opportunity, and labor relations objectives.

DESIRABLE QUALIFICATIONS:

- Knowledge of the Authority's mission, goals, and programs; laws, rules and policies of the state of California and the federal government.
- Broad administrative abilities to manage a complex operation.
- Extensive project development experience and leadership skills to ensure engineering service commitments are successfully met.
- Ability to communicate effectively both in writing and speaking in response to the steady flow of inquiries from interested citizens, legislators, other state agencies, other states, foreign governments, and the federal government on a wide variety of complex engineering issues affecting the Authority.
- Ability to perform effectively under rigid constraints and pressure.

SUPERVISION EXERCISED OVER OTHERS:

Directly supervises several Supervising Transportation Engineers and Senior Transportation Engineers. Also provides direction and oversight to several engineering managers and their staff within the Program Delivery team's Engineering Services Branch.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent is responsible for the overall direction, policies, and priorities for the development, management and administration of the Engineering Services Branch. Provides guidance and strategy for preparing recommendations on engineering matters and decisions. Expert advice to top management is essential to avoid errors that could expose the Authority to criticism from the Legislature and seriously restrict the operating capability and flexibility of the Authority. Errors in any of the above areas could have a negative impact on the Authority and the loss of future funding.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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